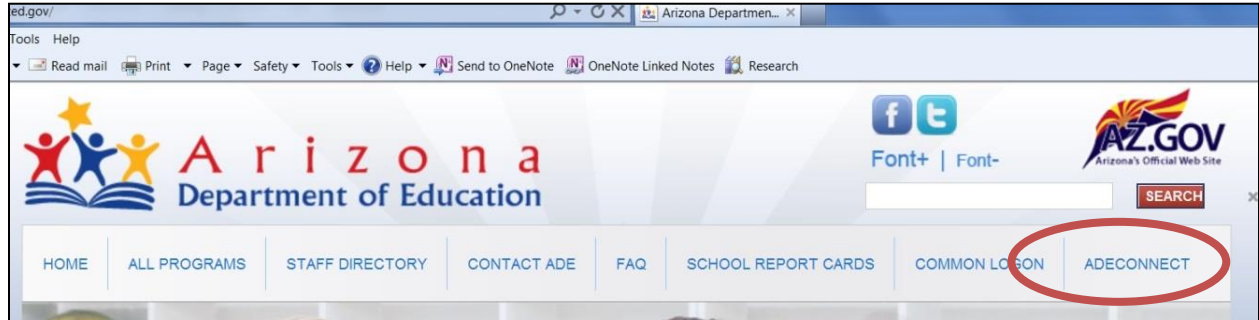


FY 2016 CTE Federal Perkins Grant Application Process

Part I: Entering the GME System for the CTE Federal Perkins Grant

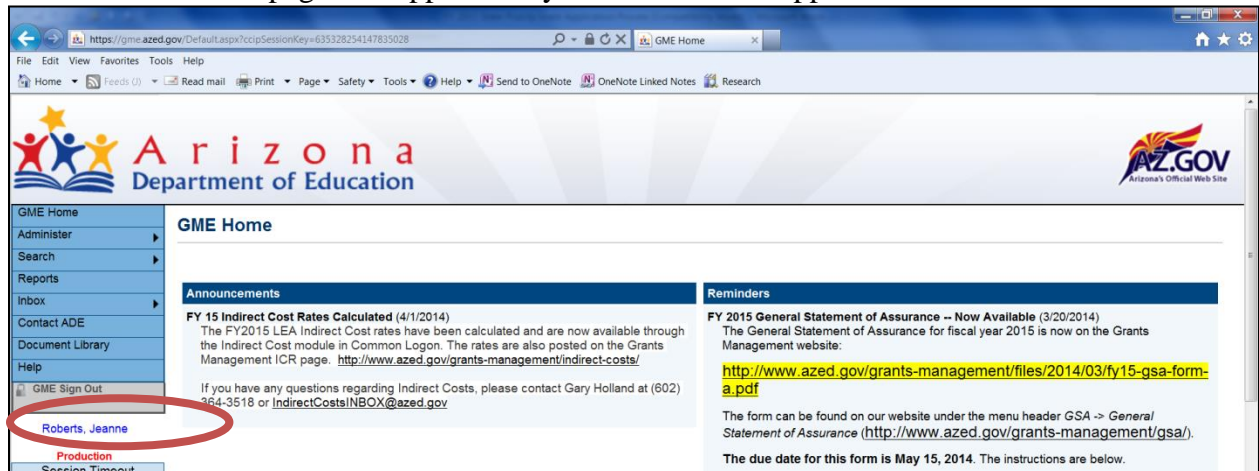
1. Go to the ADE Home Page at <http://www.azed.gov/>
Select ADECONNECT in the upper right hand corner.



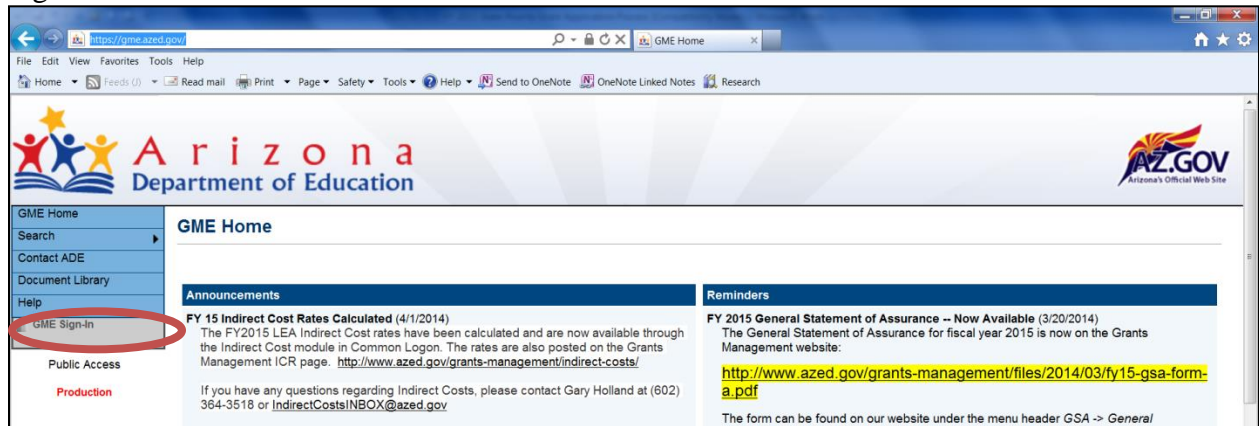
2. Select Grants Management



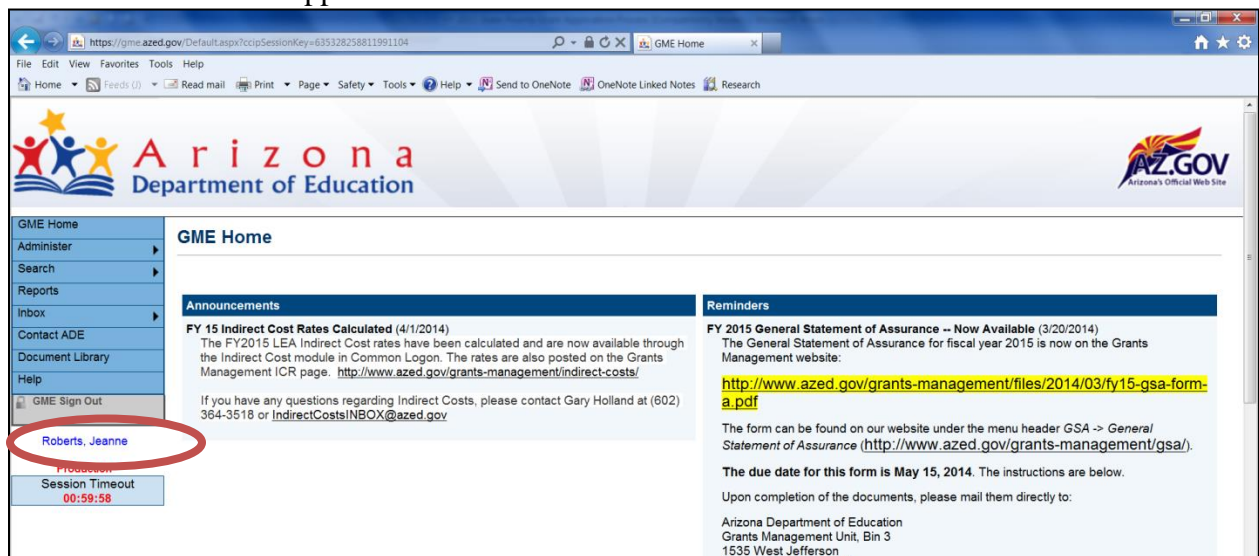
3. The GME Home page will appear and your name should appear on left-hand column.



4. The GME system can also be accessed through <https://gme.azed.gov/>. Select GME Sign-In.



5. Your name should appear on left hand column.



Part II: Creating the CTE Federal Perkins Grant Application

1. Select Funding and Funding Applications

Sections

Arizona Department of Education (000111000) - FY 2015 - CTE State Priority - Rev 0

Application Status: Not Started

	Validation	Print
All	Messages	Print
History Log		Print
History Log		Print
Create Comment		
Allocations		Print
Allocations		Print
CTE State Priority	Messages	Print

2. The grants available to the district are listed with the status “Not Started.” Note: The Funding Year may need to be changed to 2016.

Funding Applications

Arizona Department of Education (000111000) - FY 2015

2015 All Active Applications

Entitlement Funding Application	Revision	Status	Status Date
CTE Federal Perkins	0	Not Started	4/10/2014
CTE State Priority	0	Not Started	4/10/2014

Competitive Funding Application

There are no matching Competitive applications for this fiscal year.

3. Select **CTE Federal Perkins** and then select **Draft Started**.

Sections

Antelope Union High School District (140550000) - FY 2015 - CTE Federal Perkins - Rev 0

Application Status: **Not Started**

Change Status To: Draft Started

[View ADE History Log](#)
[View Change Log](#)

Description (View Sections Only View All Pages)	Validation	Print
All	Messages	Print
History Log		Print
History Log		Print
Create Comment		
Allocations		Print

4. This prompt will appear to confirm draft is being started. Select **“Confirm”**.

Department of Education

Status Change Confirmation

Arizona Department of Education (000111000) - FY 2015 - CTE Federal Perkins - Rev 0

You are about to change the status to Draft Started. Click Confirm to change the status.

[Confirm](#) [Cancel](#)

5. The Application Status changed from **Not Started** to **Draft Started**. This page shows all the Sections of the grant application.

Sections

Arizona Department of Education (000111000) - FY 2015 - CTE Federal Perkins - Rev 0

Application Status: **Draft Started**

Change Status To: Draft Completed

[View ADE History Log](#)
[View Change Log](#)

Description (View Sections Only View All Pages)	Validation	Print
All	Messages	Print
History Log		Print
History Log		Print
Create Comment		
Allocations		Print
Allocations		Print
CTE Federal Perkins	Messages	Print
Budget	Messages	Print
Budget Overview		Print

6. This is the Sections page of the application which will appear every time you enter the grant system. The items listed are the same as the items that appeared in the old GME system which include the assurances, desk monitoring and objectives.

7. To complete the Assurances and Objectives, select the item and a new page will open. Follow the instructions for completing each page filling in boxes 1-3.

8. On the objectives page, you can develop up to 3 different objectives per Performance Measure if needed. Complete boxes 1-8 and scroll down to the optional second objective.









The screenshot shows a web interface for creating objectives. A red oval highlights a text area with the following text: "Final Narrative: Provide the final status for the objective, justification and expenditure. Due: September 1st for online narrative completed through GME. (NOTE: Due November 30th if not submitted through GME)". To the right of this text area is a rich text editor with a toolbar and a text area. Below this, there is a section titled "Objective Two - Optional" with three numbered steps: 1. Performance Measure and Objective Number: Identify the PM and Objective Number (e.g., 1S1, Objective One). When submitting more than one objective for this PM, sequentially number as 1S1, Objective Two. 2. Will this objective be implemented district wide or only at one or more sites? with radio buttons for "District Wide" and "One or More Sites". 3. List those sites where this objective will be implemented. If district wide, state "N/A". To the right of these steps is another rich text editor with a toolbar and a text area.

9. In Related Documents, you will find a template for the Desk Monitoring Program Assurances. This is not due until October 1. Select Related Documents on the Sections page, then select Desk Monitoring Program Assurances. Complete the form and save it to your desktop.

Select **Upload New**. A new page will appear for you to "**Browse**" for the document. Select document and then select **Create**.

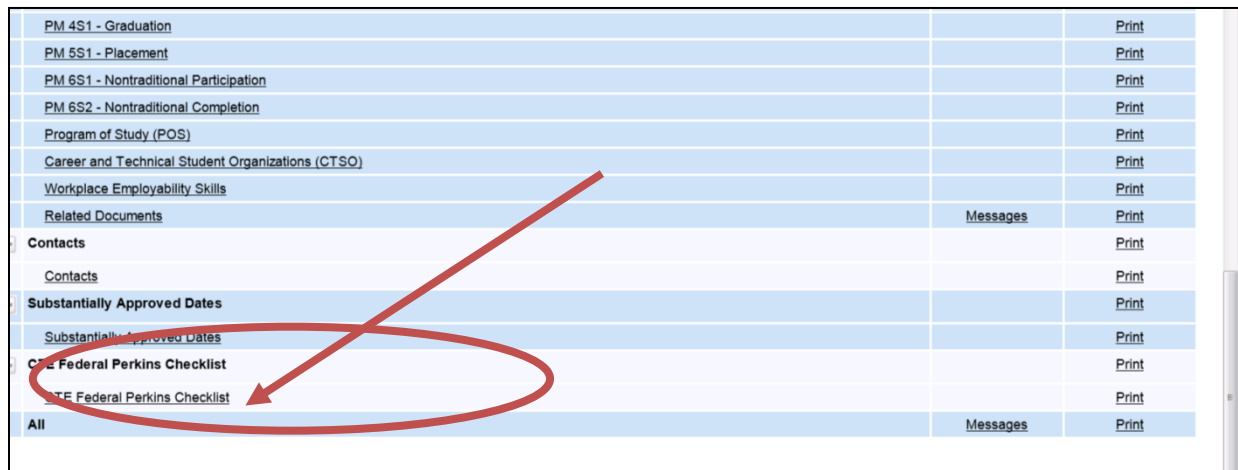
The screenshot shows a web form titled "Create Related Document - Assurances - Program Fiscal and Accountability". The form is for the Arizona Department of Education (000111000) - FY 2015 - CTE Federal Perkins - Rev U - CTE Federal Perkins. It has a blue header bar with the text "Please select a file to upload, or insert a hyperlink to a publicly accessible document residing elsewhere." Below this, there are three input fields: "Upload Data File:" with a "Browse..." button, "URL:", and "Document Name:". At the bottom, there are "Create" and "Cancel" buttons. A red oval highlights the "Create" button, and a red arrow points to it from the "Upload Data File:" field.

10. This shows the Assurances have been uploaded.

Related Documents		
Arizona Department of Education (000111000) - FY 2015 - CTE Federal Perkins - Rev 0 - CTE Federal Perkins		
Go To 		
Required Documents		
Type	Document Template	Document/Link
Assurances - Program, Fiscal and Accountability [Upload at least 1 document(s)]	 Assurances - Program, Fiscal and Accountability	Upload New [Update] [Delete]  Assurances - Program, Fiscal and Accountability
Desk Monitoring - Program Assurances [Upload at least 1 document(s)]	 Desk Monitoring - Program Assurances	Upload New
Desk Monitoring - Fiscal Assurances [Upload at least 1 document(s)]	 Desk Monitoring - Fiscal Assurances	Upload New
Federal Perkins Requirements [Upload at least 1 document(s)]	 Federal Perkins Requirements	Upload New
PM 1S1 - Academic Reading Attainment [Upload at least 1 document(s)]	 PM 1S1 - Academic Reading Attainment	Upload New
PM 1S2 - Academic Math Attainment [Upload at least 1 document(s)]	 PM 1S2 - Academic Math Attainment	Upload New
		Upload New

CTE Federal Perkins Checklist

1. The most useful resource to use while creating the FY16 CTE Federal Perkins grant application is the **CTE Federal Perkins Checklist**. This can be found near the bottom of the Sections page of the grant.



PM 4S1 - Graduation		Print
PM 5S1 - Placement		Print
PM 6S1 - Nontraditional Participation		Print
PM 6S2 - Nontraditional Completion		Print
Program of Study (POS)		Print
Career and Technical Student Organizations (CTSO)		Print
Workplace Employability Skills		Print
Related Documents	Messages	Print
Contacts		Print
Contacts		Print
Substantially Approved Dates		Print
Substantially Approved Dates		Print
CTE Federal Perkins Checklist		Print
CTE Federal Perkins Checklist		Print
All	Messages	Print

2. Either print the checklist or have it open on the screen while the grant is being developed. It includes all the details, specifics, criteria, etc that will be used to review the application.

communicate feedback to the local educational agency (LEA) on the submission of their CTE Federal Perkins Application.

Related offices (Title I, Title II) will review the applications and amendments and mark each section as OK or not Applicable before Approval.

If marked as Attention Needed, this indicates that the applications need revisions in the stated areas.

If the application is returned as Not Approved, the LEA will review and address items marked as Attention Needed as well as any comments noted in messages section of the GME application.

If the application is revised by the LEA and resubmitted for approval, Attention Needed will be changed to OK by the ADE assigned specialist and the application status will be changed to Reviewed.

Attention (Collapse All Expand All)

Statements Not Reviewed

es to Program Assurances, Fiscal Assurances, and Accountability Assurances.

erkins Requirements-LEA agrees to carry out Federal Perkins Requirements.

Sequence-The FY2015 Coherent Sequence has been updated at <https://www.ade.az.gov/Perf/Measures/frameManager.asp> and an email has been sent to an@azed.gov.

Not Reviewed

itures must support one or more objectives.

itures are listed in the appropriate function code and object code using CTE resources and USFR Chart of Accounts.

must be listed in object code 6100. If positions involve face-to-face with students, use 1000-6100; if positions are support use 2000-6100. Narrative includes job title and structural Aide-Culinary, .5 FTE) If new position, include "new". Job description must be uploaded into Related Documents section for each position.

3. The assigned GPS will review each section on the checklist and determines if it meets the criteria to be approved. If it does, this box will say OK or approved. It will include the name of the reviewer and the date.

4. If one or more of the items within the section (i.e. budget) need revisions, the item will be identified as “**Attention Needed**” and a narrative will explain what needs to be revised for approval.

For example, if the following objective was reviewed by the GPS, and in box 5, the LEA did not include a date or a specific outcome, the GPS would check box 5 and a Narrative box will pop up below box 5. The GPS would write comments to explain what must be done in that box.

x 2: LEA selects applicable response based on objective.	
x 3: If selected “Districtwide” in box 2, box 3 should say N/A. If selected “One or More Sites” in box 2, must list the appropriate sites in box 3.	
x 4: If on Improvement Plan for the previous year’s performance measure, should say “Yes”. If not, should say “No”.	
x 5: Must be a SMART objective (specific, measurable, attainable, results-oriented, timely). Objectives must be appropriate for the PM. Objectives must include a date (month/year). Objectives must focus on continuous improvement. Must include language that states “meet/exceed ALP” or other specific outcome.	
x 6: Justification explains how the objective or expenditure will improve the PM.	
x 7: LEA selects all appropriate expenditure categories using Perkins funds based on the budget. Align expenditure categories to budget codes. If Perkins funds are not being used to support objective, “None of the above” should be selected.	
x 8: Only complete if Perkins funds are being used. If not, use N/A. Must include a description of the expenditure items needed to support the objective. (i.e., teacher registration and travel for professional development). Description must match items listed in the narrative on the budget review.	
Boxes 9 and 10: Leave blank until due date.	

5. The checklist must have **OK or Approved** in each section before it can be fully approved. Use the checklist in developing the budget, completing the monitoring sections and creating the objectives.

Creating the Budget: The FY2016 allocation has been uploaded into the budget pages.

Arizona Department of Education (000111000) - FY 2015 - CTE Federal Perkins - Rev 0 - CTE Federal Perkins

Save And Go To ▶

☐ By checking this box the LEA is waiving allocation for this grant and acknowledges that choosing to waive this grant will result in the reallocation of these funds.

Indirect Cost

Total Contributing to Indirect Cost

Indirect Cost Rate

Maximum Allowed for Indirect Cost

Budget By Function Codes
Copy 2014 Budget Detail

	Object Code	Total
Modify	6100 - Salaries	\$0.00
Modify	6200 - Employee Benefits	\$0.00
Modify	6300 - Purchased Professional Services	\$0.00
Modify	6400 - Services	\$0.00
Modify	6500 - Other Purchased Services	\$0.00
Modify	6600 - Supplies	\$0.00
Modify	6700 - Property (Capital Outlay)	\$0.00
Modify	6800 - Other Expenses	\$0.00
Modify	6910 - Indirect Cost Recovery	\$0.00
Modify	6990 - Capital Outlay	\$0.00
	Total	\$0.00
	Adjusted Allocation	\$100,000.00
	Remaining	\$100,000.00

1. **Modify Budget:** Select **Modify** on the desired object code. If the grant budget will have similar expenditures to the previous year's grant, **select Copy 2014 Budget Detail.** **Note:** Budgets can also be added by object code.
2. On the Budget Detail screen, select **Add Item**. This screenshot illustrates adding by Object code.

Budget Detail

Arizona Department of Education (000111000) - FY 2015 - CTE Federal Perkins - Rev 0 - CTE Federal Perkins

Save Save and Return

Indirect Cost

Total Contributing to Indirect Cost

Indirect Cost Rate

Maximum Allowed for Indirect Cost

6100 - Salaries

Add Item

Total for 6100 - Salaries	<input type="text" value="\$0.00"/>
Total for all other Object Codes	<input type="text" value="\$0.00"/>
Total for all Object Codes	<input type="text" value="\$0.00"/>
Adjusted Allocation	<input type="text" value="\$100,000.00"/>
Remaining	<input type="text" value="\$100,000.00"/>

3. On the new page select the Function Code that will be used for the Object Code 6100-Salaries.

Budget Detail

Arizona Department of Education (000111000) - FY 2015 - CTE Federal Perkins - Rev 0 - CTE Federal Perkins

Indirect Cost

Total Contributing to Indirect Cost

Indirect Cost Rate

Maximum Allowed for Indirect Cost

6100 - Salaries

Add Item

	Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
Remove	6100 - Salaries	<div>1000 - Instruction 2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.) 2300,2400,2500,2900 - Support Services (General, School, Central Services, Other) 3000 - Operation of Non-Instructional Services</div>		1	\$0.00	\$0.00

Words: 0 Characters: 0

4. After selecting the Function Code add in Unit cost. On positions, the FTE can be added also. A narrative description is required for all expenditure categories. The narrative description is similar to the line item descriptions in the old GME system. Select **Save**.

A value must exist for Narrative Description. Save Save and Return

Indirect Cost

Total Contributing to Indirect Cost

Indirect Cost Rate

Maximum Allowed for Indirect Cost

6100 - Salaries

Add Item

	Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
Remove	6100 - Salaries	1000 - Instruction	1	1	\$15,000.00	\$15,000.00

Narrative Description

Salary for 1 FTE Instructional Aide- Autos

Words: 0 Characters: 0

Total for 6100 - Salaries

Total for all other Object Codes

5. If you prefer adding your budget by Function Code, select Budget by Function Codes.

Budget

Arizona Department of Education (000111000) - FY 2015 - CTE Federal Perkins - Rev 0 - CTE Federal Perkins

Save And Go To ▶

☐ By checking this box the LEA is waiving allocation for this grant and acknowledges that choosing to waive this grant will result in the reallocation of these funds.

Indirect Cost

Total Contributing to Indirect Cost

Indirect Cost Rate

Maximum Allowed for Indirect Cost

Budget By Function Codes

	Object Code	Total
Modify	6100 - Salaries	\$21,000.00
Modify	6200 - Employee Benefits	\$3,300.00
Modify	6300 - Purchased Professional Services	\$5,000.00
Modify	6400 - Services	\$0.00
Modify	6500 - Other Purchased Services	\$0.00
Modify	6600 - Supplies	\$5,000.00

6. Select **Modify** on the appropriate Function Code requiring a budget.

Budget

Arizona Department of Education (000111000) - FY 2015 - CTE Federal Perkins - Rev 0 - CTE Federal Perkins

Save And Go To ▶

☐ By checking this box the LEA is waiving allocation for this grant and acknowledges that choosing to waive this grant will result in the reallocation of these funds.

Indirect Cost

Total Contributing to Indirect Cost	\$0.00
Indirect Cost Rate	100.00%
Maximum Allowed for Indirect Cost	\$0.00

Budget By Object Codes
Copy 2014 Budget Detail

	Function Code	Total
Modify	1000 - Instruction	\$0.00
Modify	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)	\$0.00
Modify	2800,2400,2600,2500 - Support Services (General, School, Central Services, Other)	\$0.00
Modify	3000 - Operation of Non-Instructional Services	\$0.00
Modify	0000 - Other	\$0.00
	Total	\$0.00
	Adjusted Allocation	\$100,000.00
	Remaining	\$100,000.00

7. In this case, add the item by selecting the appropriate object code, then add the dollar amount and narrative description. **Note: All object codes under one function code can be added on this page (i.e. Instructional Salaries, Support Services stipends, etc).**

Budget Detail

Arizona Department of Education (000111000) - FY 2015 - CTE Federal Perkins - Rev 0 - CTE Federal Perkins

A value must exist for Narrative Description.

Save Save and Return

Indirect Cost

Total Contributing to Indirect Cost \$18,300.00

Indirect Cost Rate 100.00%

Maximum Allowed for Indirect Cost \$18,300.00

1000 - Instruction - \$15,000.00

Add Item

	Function Code	Object Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
Remove	1000 - Instruction	6200 - Employee Benefits		1	\$3,300.00	\$3,300.00

Narrative Description

Benefits for Instructional Aide

Words: 4 Characters: 31

8. A second Function Code can be selected and then the object code selected.

Budget Detail

Arizona Department of Education (000111000) - FY 2015 - CTE Federal Perkins - Rev 0 - CTE Federal Perkins

Save Save and Return

Indirect Cost

Total Contributing to Indirect Cost \$23,300.00

Indirect Cost Rate 100.00%

Maximum Allowed for Indirect Cost \$23,300.00

1000 - Instruction - \$23,300.00

1000 - Instruction - \$23,300.00

2100 2200 2600 2700 - Support Services (Students, Instr. Operation, Transport.)

2300 2400 2500 2900 - Support Services (General, School, Central Services, Other)

3000 - Operation of Non-Instructional Services

0000 - Other

Remove

	Function Code	Object Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
Remove	1000 - Instruction	6100 - Salaries	1	1	\$15,000.00	\$15,000.00

Narrative Description

9. Continue adding the expenditures for Instruction, Support Services and Support Services Admin.

Total Contributing to Indirect Cost	\$34,300.00
Indirect Cost Rate	100.00%
Maximum Allowed for Indirect Cost	\$34,300.00

Budget By Object Codes

Function Code	Total
1000 - Instruction	\$23,300.00
2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)	\$11,000.00
2300,2400,2500,2900 - Support Services (General, School, Central Services, Other)	\$0.00
3000 - Operation of Non-Instructional Services	\$0.00
4000 - Other	\$0.00
Total	\$34,300.00
Adjusted Allocation	\$100,000.00
Remaining	\$65,700.00

10. The Budget Details page will always give a running total based on the total allocation.

	Function Code	Object Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
Remove	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)	6300 - Purchased Professional Services		1	\$5,000.00	\$5,000.00

Narrative Description

Registrations for CTE Teachers to attend ACTEAz Summer Conference 6 teachers X \$600 = \$3600
Registrations for professional development activities = \$1400

Words: 22 Characters: 152

Total for 2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)	\$11,000.00
Total for all other Function Codes	\$23,300.00
Total for all Function Codes	\$34,300.00
Adjusted Allocation	\$100,000.00
Remaining	\$65,700.00

Save Save and Return

11. Capital must be added by selecting 6700-Property (Capital Outlay) on the **Budget by Object Code** page.

Budget

Arizona Department of Education (000111000) - FY 2015 - CTE Federal Perkins - Rev 0 - CTE Federal Perkins

Save And Go To

☐ By checking this box the LEA is waiving allocation for this grant and acknowledges that choosing to waive this grant will result in the reallocation of these funds.

Indirect Cost

Total Contributing to Indirect Cost \$34,300.00

Indirect Cost Rate 100.00%

Maximum Allowed for Indirect Cost \$34,300.00

Budget By Function Codes

	Object Code	Total
Modify	6100 - Salaries	\$21,000.00
Modify	6200 - Employee Benefits	\$3,300.00
Modify	6300 - Purchased Professional Services	\$5,000.00
Modify	6400 - Other Purchased Services	\$0.00
Modify	6500 - Other Purchased Services	\$0.00
Modify	6600 - Supplies	\$5,000.00
Modify	6700 - Property (Capital Outlay)	\$0.00
Modify	6800 - Other Expenses	\$0.00
Modify	6910 - Indirect Cost Recovery	\$0.00
Modify	0190 - Capital Outlay	\$0.00
	Total	\$34,300.00
	Adjusted Allocation	\$100,000.00
	Remaining	\$65,700.00

12. Select **Modify** and add the dollar amount for 6700-Capital. Add Item, add total cost, and in narrative description add “**See Attached Capital Outlay Worksheet in Related Documents**”.

Arizona Department of Education (000111000) - FY 2015 - CTE Federal Perkins - Rev 0 - CTE Federal Perkins

A value must exist for Narrative Description.

Save Save and Return

Indirect Cost

Total Contributing to Indirect Cost \$34,300.00

Indirect Cost Rate 100.00%

Maximum Allowed for Indirect Cost \$34,300.00

6700 - Property (Capital Outlay)

Add Item

	Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
Remove	6700 - Property (Capital Outlay)	0000 - Other		1	\$50,000.00	\$50,000.00

Narrative Description

See attached Capital Outlay Worksheet in Related Documents.

13. Go back to Sections page and select Related Documents.

get	Messages
get Overview	
urances - Program, Fiscal and Accountability	
k Monitoring - Program Assurances	
k Monitoring - Fiscal Assurances	
eral Perkins Requirements	
1S1 - Academic Reading Attainment	
1S2 - Academic Math Attainment	
2S1 - Technical Skill Attainment	
3S1 - Secondary School Completion	
4S1 - Graduation	
5S1 - Placement	
6S1 - Nontraditional Participation	
6S2 - Nontraditional Completion	
ram of Study (POS)	
er and Technical Student Organizations (CTSO)	
place Employability Skills	
ted Documents	Messages
ts	

14. Select **Capital Outlay Worksheet** under Document Templates.

al Participation [Upload at least 1 document(s)]	PM 6S1 - Nontraditional Participation	Upload New
al Completion [Upload at least 1 document(s)]	PM 6S2 - Nontraditional Completion	Upload New
S) [Upload at least 1 document(s)]	Program of Study (POS)	Upload New
Student Organizations (CTSO) [Upload at least 1 document(s)]	Career and Technical Student Organizations (CTSO)	Upload New
ity Skills [Upload at least 1 document(s)]	Employability Skills	Upload New

15. An Excel worksheet will appear.

	A	B	C	D	E
1	CAPITAL OUTLAY				
2	Quantity	Cost Per Unit	Description	Purpose	Total
3					
4					
5					
6					
7					
8					
9					
10					
11					

16. List capital outlay items separately. Include quantity, cost per unit, detailed description, and the purpose for the item (what program and site if multi-site district). The chart calculates by line and by total amount.

	A	B	C	D	E	F
1	CAPITAL OUTLAY					
2	Quantity	Cost Per Unit	Description	Purpose	Total	
4	1	8,500.00	Auto Engine Analyzer	Autos program in Somewhere HS	8,500.00	
5	18	900.00	HP ENVY 23" Touch Smart All in One	Upgrade Computers for AHS	16,200.00	
6					—	
7					—	
8					—	
9					—	
10					—	
11					—	
12					—	
13					—	
14					—	
15					—	
16					—	
17					—	
18					—	
19					—	
20					—	
21					—	
22					—	
23					—	

17. When the Capital Outlay worksheet is completed, save it and return to the Related Documents page. Select **Upload New**.

Program of Study (POS) [Upload at least 1 document(s)]	Program of Study (POS)	Upload New
Career and Technical Student Organizations (CTSO) [Upload at least 1 document(s)]	Career and Technical Student Organizations (CTSO)	Upload New
Workplace Employability Skills [Upload at least 1 document(s)]	Workplace Employability Skills	Upload New

Optional Documents		
Type	Document Template	Document/Link
CTE - Capital Outlay Worksheet [Upload up to 2 document(s)]	Capital Outlay Worksheet	Upload New

18. Select **Browse** and then **Create** to upload the Excel spreadsheet.

Create Related Document - CTE - Capital Outlay Worksheet

Arizona Department of Education (000111000) - FY 2015 - CTE Federal Perkins - Rev 0 - CTE Federal Perkins

Please select a file to upload, or insert a hyperlink to a publicly accessible document residing somewhere.

Upload Data File: [Browse...](#)

URL:

Document Name:

[Create](#) [Cancel](#)

19. The uploaded worksheet is now part of Related Documents. It can be updated or removed.

Workplace Employability Skills (Upload at least 1 document(s)) Workplace Employability Skills Upload New

Type	Document Template	Actions
CTE - Capital Outlay Worksheet (Upload up to 2 document(s))	Capital Outlay Worksheet	Upload New [Update] [Delete] CTE - Capital Outlay Worksheet

20. If you have completed all the sections of the application, the next step is to move the application status to **Draft Completed**. However, first review the **Messages** on the Sections page.

Application Status: Draft Started
Change Status To: Draft Completed

[View ADE History Log](#)
[View Change Log](#)

Description (View Sections Only View All Pages)	Validation	Print
All	Messages	Print
History Log		Print
History Log		Print
Create Comment		
Allocations		Print
Allocations		Print
CTE Federal Perkins	Messages	Print
Budget	Messages	Print
Budget Overview		Print
Assurances - Program, Fiscal and Accountability		Print
Desk Monitoring - Program Assurances		Print
Desk Monitoring - Fiscal Assurances		Print

21. The Messages will explain if there is inaccurate information, missing information or other items that are preventing the application from moving to the next status level.

Validation Messages

Arizona Department of Education (000111000) - FY 2015 - CTE Federal Perkins - Rev 0

[Return To Sections Page](#)

CTE Federal Perkins

Budget

The CTE Federal Perkins budget of \$90,300.00 is less than the Adjusted Allocation amount of \$100,000.00. **Error**

The total amount budgeted for the Support Services (General, School, Central Services, Other) Function Code and Indirect Cost Recovery Object Code cannot exceed 5.00% of the total budgeted amount. **Error**

In this case, validations have been set so that the Perkins application cannot be submitted if the 5% Admin cap is exceeded or if the budget is less than the total allocation.

22. If you tried to change the application status to **Draft Completed** when there are outstanding issues, the following message will appear. The application cannot move any further without changes.

Status Change Confirmation

Arizona Department of Education (000111000) - FY 2015 - CTE Federal Perkins - Rev 0

Status cannot be changed. Validation Error exists.

[Return](#)

23. Once the validation errors or any other messages are corrected, the application status should be changed to **Draft Completed**.

Note: This does not send the application to ADE for review. All applications must go through two additional status level changes at the LEA (Local Education Agency) before it reaches the Grants Program Specialist at ADE.

24. Once the application status is changed to **Draft Completed**, the designated LEA Business Manager must change the status to LEA Business Manager Approved or LEA Business Manager Not Approved. (NOTE: The example below shows Revision Completed which is showing an amendment).

Sections

Cave Creek Unified District (070293000) - FY 2014 - CTE Federal Perkins - Rev 2

Application Status: Revision Completed

Change Status To: [LEA Business Manager Approved](#)
or
[LEA Business Manager Returned Not Approved](#)

[View ADE History Log](#)
[View Change Log](#)

Description (View Sections Only View All Pages)	Changes	Validation	Print
All	Changes		Print
<input checked="" type="checkbox"/> History Log			Print
History Log			Print
Create Comment			
<input type="checkbox"/> Allocations			Print
Allocations			Print

25. Once the application status is LEA Business Manager Approved, the designated **LEA Authorized Representative** must change the status to **LEA Authorized Representative Approved** or **LEA Authorized Representative Not Approved**.

Sections

Antelope Union High School District (140550000) - FY 2014 - CTE Federal Perkins - Rev 1

Application Status: **LEA Business Manager Approved**

Change Status To: **LEA Authorized Representative Approved**
or
LEA Authorized Representative Returned Not Approved

[View ADE History Log](#)
[View Change Log](#)

Description (View Sections Only View All Pages)	Changes	Validation	Print
All	Changes	Messages	Print
History Log			Print
History Log			Print
Create Comment			
Allocations			Print
Allocations			Print
CTE Federal Perkins	Changes	Messages	Print

26. The application is not submitted to ADE until the Application Status says **LEA Authorized Representative Approved**.

Sections

Chandler Unified District 80 (070280000) - FY 2014 - CTE Federal Perkins - Rev 2

Application Status: **LEA Authorized Representative Approved**

Change Status To: **SEA CTE Federal Perkins Program Specialist Approved**
or
SEA CTE Federal Perkins Program Specialist Returned Not Approved

[View ADE History Log](#)
[View Change Log](#)

Description (View Sections Only View All Pages)	Changes	Validation	Print
All	Changes		Print
History Log			Print
History Log			Print
Create Comment			
Allocations			Print
Allocations			Print

27. Now it is ready for the assigned Grant Program Specialist to review the application using the checklist.

28. There are two levels of approval at the State Education Agency (SEA).
- SEA CTE Federal Perkins Program Specialist Approved (this is your assigned GPS)
 - SEA CTE Federal Perkins Director Approved (This is Dan Brown)

NOTE: If you are not sure of the LEA designated role status, refer to the Address Book to see who has been assigned to which role.

The screenshot shows the GME system interface. On the left, a navigation menu includes 'LEA Document Library', 'Address Book', 'Contact ADE', 'Document Library', 'Help', and 'GME Sign Out'. The 'Address Book' item is circled in red. The main content area is titled 'ESEA Consolidated' and lists several roles: 'Title I LEA Coordinator', 'ESEA Funding Application Contact', 'Homeless Children Liasion', 'Title I-D Coordinator', 'Title II-A Contact Coordinator', and 'Rural and Low-Income Schools Contact Coordinator'. Below this, a section titled 'LEA Role Contacts' contains a table with columns 'Role' and 'Contact'. The roles listed are 'LEA Authorized Representative', 'LEA Business Manager', 'LEA CTE Federal Perkins Update', 'LEA CTE State Priority Update', 'LEA Data View', 'LEA ESEA Consolidated Update', and 'User Access Administrator'. The 'Contact' column for these roles is currently blank. At the bottom, there is a 'Session Timeout' indicator showing '00:58:35'.

The above screen shows the individuals for the different roles in this district.

Final Tips:

- There is a 60 minute time out; however, every time you enter in the system it reloads the time.
- When the project is “not approved”, read the comments carefully to make the necessary revisions to move the project through to final approval.
- Contact your Grants Program Specialist with any program or grant questions.
- Refer to resources in the Document Library on the left side of the GME home page for help on navigating the GME system.

This screenshot shows a portion of the GME system interface. On the left, a navigation menu includes 'LEA Document Library', 'Address Book', 'Contact ADE', 'Document Library', 'Help', and 'GME Sign Out'. The 'Document Library' item is circled in red. The main content area is titled 'ESEA Consolidated' and is currently blank. Below this, a section titled 'LEA Role Contacts' is partially visible.